

**Submitted:** 1/17/2013  
**Jurisdiction:** Maryland  
**Agency:** Office of the Attorney General  
**Division/Unit:** MSDE

**Maryland State Archives**  
Edward C Papenfuse State Archives Building  
350 Rowe Boulevard  
Annapolis, MD 21401

**Certificate ID:** 485  
**MSA ID:** SE55-2654

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## Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	Civil Litigation	2320	1 A	1994 - 2011	3 cu ft.	12/12/2012	recycle (flood damaged)
2	Civil Litagation	2320	1 B	1994 - 2011	7 cu ft.	12/12/2012	recycle (flood damaged)
3	Research	2320	17	1990 - 2000	11 cu ft.	12/12/2012	recycle (flood damaged)
4	Personnel	2320	24 A	1992 - 2007	2 cu ft.	12/12/2012	recycle (flood damaged)
5	Correspondence	2320	11 A	1980 - 2002	2 cu ft.	12/12/2012	recycle (flood damaged)
6	Office Administration	2320	21	1980 - 1995	16 cu ft.	12/12/2012	recycle (flood damaged)
7	Administrative Proceedings	2320	5	2010	1 cu ft.	12/12/2012	recycle (flood damaged)

### Destruction Certification

Denise Gardner

**Signature**

Records Manager

**Title**

1/17/2013

**Date**